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**2017-2019 COMMUNITY PARTICIPATION PROGRAM**

Application Template

Please use this template as a guide to developing your application for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

You may provide this application electronically to [ncr@minneapolismn.gov](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

CONTACT INFORMATION:

Organization Name:	Windom Community Council
Address:	5843 Wentworth Ave S Minneapolis MN 55419
Website url:	Windommpls.org
Organization email:	windomcommunity@gmail.com
Federal EIN:	41-1791271
Board Contact:	Name: Steve Rawlins
Staff Contact:	

Who should be the primary contact for this application? \_\_ Steve Rawlins \_\_\_\_\_

Date of Board review and approval: \_\_ November 14, 2016 \_\_\_\_\_

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**FUNDING ACTIVITIES.**

Use the following questions as a guide for your application. For questions 1-8, please limit each response to no more than 3 paragraphs.

1. **Eligibility.** If your organization has not previously been funded through the Community Participation Program, please provide evidence of the organization's eligibility, as identified in Section II of the Guidelines.

N/A

2. **Community participation efforts.** Describe proposed outreach activity in the neighborhood, and methods to involve residents and other stakeholders in one or more of the three key program purposes. How will you engage residents and other stakeholders of their neighborhood in developing a Neighborhood Priority Plan?

We are exploring several channels to involve residents and other stakeholders, such as local businesses, in developing our NPP Plan. For instance, we plan to explore the possibility of hiring an outreach coordinator that specializes on reaching diverse populations. Our vision for this role is to gather additional insights and opinions (similar to a recent neighborhood survey we conducted), to learn what concerns and engagement interests exist. An outreach coordinator could also help spread other information about events, voter registration, and crime prevention.

We would also like to explore how we can leverage current block leaders – or identify block champions to be a liaison between blocks and the committee. And lastly, the council is considering how we might do a door-knocking campaign – possibly in conjunction with John Quincy's office or the crime prevention team.

3. **Building organizational capacity.** How will you work to: (1) provide opportunities for the direct involvement of members, (2) build your membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

1. By learning about community desires and concerns, we would also hear about ways people would like to engage with the community – and then create those opportunities.
2. By focusing on issues, opportunities and events that matter to the community and reflect their concerns, we will increase participation and involvement.
3. Investing in outreach coordinator will help increase outreach and build membership, focus on events and topics that matter to the community.
4. We plan to compare the demographics of our community with our board and create targeted leaders from groups that are currently underrepresented. We also intend to elect board members and leader that demonstrate transparent, open and honest communication.

5. **Building neighborhood relationships.** Describe your outreach, networking and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

We have an excellent example of these efforts in our community – the community garden. We plan to continue the garden and find other unique ways to bring people together. Crime and

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safety has been a top concern of our residents, so offering valuable crime and safety classes for free is an idea. We also have a growing number of young kids and parents of young kids in the neighborhood, so sponsoring a “parents’ night out” is an idea that our council is interested in exploring to help get the kids and parents better acquainted. There is also interest in increased tree planting, a garden party, and partnering with the community school to create a garden. We also plan to purchase a community board that can be temporarily placed at the playground to share announcements, events and engagement efforts. This is an effort to capture audiences that we have a hard time reaching, including Hispanic parents.

6. **Work with City departments and other jurisdictions.** Discuss your efforts to connect with City of Minneapolis departments and other jurisdictions on behalf of your community and in support of your neighborhood priorities. Please also discuss how the NCR Department can help with this work.

NCR staff has been very responsive and helpful when I have reached out to them. As mentioned in past years, and in discussions with NCR, the department could be more proactive with organizations with samples of important policies, lists of dates/requirements required for non-profits, etc.

7. **Involvement of under-engaged stakeholders.** Discuss which stakeholder groups are typically un-engaged or under-engaged in your work, and how you will work to involve those groups. Please also discuss how the NCR Department can help with this work.

As per our demographics, under/un-engaged residents include people of color and renters. In addition to those ideas and initiatives mentioned above, we hope to leverage the NCR outreach resources to utilize best practices for connecting with these area populations. In particular, we hope to create bilingual (English/Spanish) flyers about our neighborhood activities that can be posted in areas where families gather, such as the park.

8. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

Unused funds will be used for neighborhood priorities.

9. **Policies and other documents.** Applications should include copies of required policies and documents, if changed since your previous application. This should include bylaws, grievance procedures, personnel procedures and policies, EOE or AA plan, ADA plan and policy, and a current board list (Contact your Neighborhood Support Specialist at NCR if you have questions or need samples).

10. **New organizations.** If your organization was not funded in the previous year, a report on the previous year’s activities must be included with your application.

N/A

11. **Budgets.** Please use this budget template when submitting your Community Participation Plan for approval. Your budget should show how Community Participation Program funds will support the organization’s community participation work and an amount set-aside, if any, for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

Please note that not all expenses are eligible for reimbursement. Expenses related to neighborhood celebrations and events are only eligible if the event’s purpose is to increase neighborhood awareness and involvement in the organization’s planning and implementation

efforts. Expenses such as pony rides, food and entertainment are not eligible for funding and will not be reimbursed.

Expenses related to projects may only be eligible if they are related to implementation of an approved Neighborhood Priority Plan, and are identified in a CPP, NPP or NRP contract.

Contact your Neighborhood Support Specialist at NCR for further details.

**ESTIMATED BUDGET**

<b>CPP Budget</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Staff Expenses	\$20,350	\$20,350	\$20,350
Employee Benefits	\$0	\$0	\$0
Professional Services	\$1,500	\$1,500	\$1,500
Occupancy	\$1,500	\$1,500	\$1,500
General Liability Insurance	\$250	\$250	\$250
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$10,000	\$10,000	\$10,000
Translation, interpretation and ADA support	\$2,500	\$2,500	\$2,500
Supplies and Materials	\$2,000	\$2,000	\$2,000
Meetings/community building events	\$2,100	\$2,100	\$2,100
Development	\$500	\$500	\$500
Fundraising	\$1,000	\$1,000	\$1,000
Other Services (please describe):			
<b>Total for contract:</b>	<b>\$42,600</b>	<b>\$42,600</b>	<b>\$42,600</b>
Neighborhood Priorities	\$	\$	\$
<b>TOTAL:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Notes:**

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Each neighborhood organization is required to acquire General Liability Insurance and provide a certificate of insurance to the City of Minneapolis. Please contact your Neighborhood Support Specialist for details on required coverage and limits.
- NCR organizes bulk purchase of Directors and Officers Liability insurance for most neighborhood organizations. An additional \$900 is allocated to each neighborhood organization to cover the cost.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Translation, interpretation and ADA support should be included as part of the neighborhood organization’s budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.

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- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
  - Meetings and community building events can include those costs related to community meetings and events (excluding food and entertainment).
  - Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
  - Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc.).